



DEPARTMENT OF THE NAVY
COMMANDER U. S. NAVAL FORCES, JAPAN
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COMNAVFORJAPANINST 11101.12M
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COMMANDER, U.S. NAVAL FORCES, JAPAN INSTRUCTION 11101.12M

Subj: ASSIGNMENT, UTILIZATION, AND OCCUPANCY/TERMINATION OF MILITARY FAMILY HOUSING (MFH)

Ref: (a) OPNAVINST 11101.13 (SERIES)
(b) NAVFAC P-930
(c) USFJ Policy Letter 30-16
(d) COMNAVFORJAPANINST 4060.6 (SERIES)
(e) COMNAVFORJAPANINST 1300.1 (SERIES)
(f) COMNAVFORJAPANINST 7220.1 (SERIES)
(g) CINCPACFLTINST 11101.8 (SERIES)
(h) DOD 4165.63 (SERIES)
(i) USFJ Policy Letter 4-9
(j) COMNAVFORJAPANINST 11101.14 (SERIES)
(k) CNO Msg 151245Z MAY 01

Encl: (1) Procedures for Assignment and Utilization of MFH
(2) Fleet Activities, Sasebo Policy
(3) Fleet Activities, Yokosuka Policy
(4) Naval Air Facility, Atsugi Policy
(5) Conditions of Residency Agreement for MFH

1. Purpose. To provide policy and issue instructions implementing the provisions of references (a) through (k).

2. Cancellation. COMNAVFORJAPANINST 11101.12L. This is a complete revision and should be reviewed in its entirety.

3. Scope. This instruction governs the administration of MFH under the cognizance of Commander, U.S. Naval Forces, Japan (COMNAVFORJAPAN).

4. Authority/Responsibility

a. Under Article VI of the Treaty of Mutual Cooperation and Security between the United States and Japan, the United States is granted use of facilities and areas in Japan. Included among the facilities and areas is family type housing occupied by U.S. Forces when the treaty came into effect or subsequently acquired, generally through U.S.-Japan Joint Committee Agreements. Commander, U.S. Forces, Japan coordinates implementation of policies and procedures within specified areas of Japan. As this pertains to MFH, such coordination is for the purpose of ensuring fair and equitable housing policies and uniformity among service components in Japan in accordance with Department of Defense (DoD) housing instructions. Service commanders of the U.S. Forces, under the dominant user concept, administer the various MFH installations provided by the Government of Japan. Accordingly, Commander, U.S. Naval Forces, Japan is the Housing Authority (HA) for all MFH managed by the U.S. Navy in Japan.

b. U.S. Navy management of MFH is principally governed by references (a) and (b). Reference (c) provides for establishment of a Tri-Service Housing Council for coordinating housing policies and to provide a forum for MFH matters of tri-service concern.

c. References (d), (e), and (f) are related instructions pertaining to continued logistical support of family members after the departure of the sponsor, command sponsorship, and payment of Temporary Lodging Allowance (TLA), respectively. Reference (g) authorizes designation of billet and key and essential quarters. References (a) and (h) provide guidance on eligibility for housing contractor personnel and members enrolled in the Exceptional Family Member Program. Reference (i) establishes policy with regard to military logistical support for parents and parents-in-law who are ordinarily resident in Japan. Reference (j) establishes MFH occupancy policy. These instructions are referenced in enclosure (1) as they relate to policies contained therein.

5. Policy. Based on DoD guidelines, the Chief of Naval Operations (CNO) established policy for the designation, assignment and utilization of MFH throughout the Navy in reference (a). Consistent with this reference, which provides the greatest opportunity for occupancy by the largest number of eligible personnel, it is the policy of COMNAVFORJAPAN in administering MFH in the Japan region to:

a. Provide equal opportunity for housing personnel assigned to fleet units and shore activities.

b. Not discriminate because of race, color, religion, national origin, gender or disability.

c. Make assignments as quickly as possible to realize maximum benefit to MFH and to minimize costs attributable to change of occupancy. In accordance with OPNAV guidance, normally, assignments will not be made where expected occupancy will be less than six months.

d. Establish bedroom entitlement based on family size and composition.

e. Establish proper application control date.

f. Provide the best possible information to applicants concerning quarter's availability and estimated waiting times prior to, or upon arrival in, the Japan region.

6. Procedures

a. Enclosure (1) promulgates MFH management policy peculiar to Japan and is based on references (a) and (b).

b. Commander, U.S. Naval Forces, Japan is the Housing Authority (HA) for Navy MFH in Japan. Housing Welcome Centers (HWC) are located on Naval Air Facility Atsugi, Fleet Activities Sasebo, and Fleet Activities Yokosuka. Correspondence concerning MFH will be addressed to the appropriate HWC as follows.

(1) Commander, U.S. Naval Forces, Japan, Atsugi Housing Welcome Center, PSC 477, Box 33, FPO AP 96306-0033.

(2) Commander, U.S. Naval Forces, Japan, Sasebo Housing Welcome Center, PSC 476, Box 126, FPO AP 96322-1160.

(3) Commander, U.S. Naval Forces, Japan, Yokosuka Housing Welcome Center, PSC 473, Box 131, FPO AP 96349-0131.

c. MFH is to be administered in accordance with references (a) through (k); enclosures (2), (3), (4), and (5); and the supplemental guidance provided herein and in enclosure (1).

7. Action

a. Each HWC will implement this instruction within 30 days of the effective date. All requests for waiver to the guidance provided in this instruction shall be forwarded to COMNAVFORJAPAN with detailed information and explanation for review.

b. COMNAVFORJAPAN, as the HA for all U.S. Navy housing in Japan, is the regional authority on issues pertaining to administration and management of MFH. HWCs are responsible to manage MFH in accordance with this instruction. Appeals of HWC decisions shall be submitted in writing to COMNAVFORJAPAN via the appropriate chain of command. Appeals of COMNAVFORJAPAN decisions will be made to the Chief of Naval Operations (N46) via the chain of command, in accordance with reference (a).

c. Each HWC will submit the Annual Inventory and Utilization Report to COMNAVFORJAPAN (N01FH) by 20 October of each year. These reports are critical as they contribute to the determination of Japanese Facility Improvement Program (JFIP) requirements.

d. A tri-service Housing Council has been established by reference (c). Membership includes one representative designated by Commander, U.S. Forces, Japan (COMUSJAPAN) as Chairman, and one representative designated by each of the service commanders. The council meets at the call of the Chairman but not less than annually, to render advice affecting housing policy. The Navy representative to the council is appointed by COMNAVFORJAPAN. Forward in writing to COMNAVFORJAPAN, all MFH matters of tri-service concern.

e. An Okinawa Joint Housing Panel has been established by reference (c). It will be chaired by a designated representative of Commander, 18th Tactical Fighter Wing and will include representatives from the Army, Air Force, Navy, and Marine Corps. Commander, Fleet Activities, Okinawa (COMFLEACT Okinawa) will designate the Navy member. The panel will meet at the call of the Chairman to render advice affecting housing policy on Okinawa to COMUSJAPAN. COMFLEACT Okinawa is to inform COMNAVFORJAPAN of all significant panel actions and recommendations.



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